

# CITY OF TEMPE

## Temporary Employment Opportunity



Community Services • Social Services • 3500 S. Rural Road, 2<sup>nd</sup> Floor • (480) 350-5407 • TDD (480) 350-8400

### **Kid Zone Program Manager** (City of Tempe / Community Services- Social Services)

**Opening Date:** September 10, 2013

**Closing Date:** Open until the needs of the City are met.

**Hourly Wage:** \$13.65 per hour

**Work Schedule:** 10-30 hours per week

**This is a Temporary Non-Benefitted position.**

#### **Experience & Training:**

- Requires experience in all aspects of managing an activity center, coordinating, planning and implementing activities for elementary age children and supervising staff. Bachelor's degree in Education, Recreation or a related field preferred. Must have a positive personality and strong child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Director requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

#### **Licenses/Certifications:**

- Must be CPR/1st Aid certified within 30 days of hire.
- Must purchase staff shirts.
- Must attend our paid new employee orientation and trainings (prior to working at the sites).

**Essential Job Functions:** Under the supervision of the Community Education Coordinator and the Kid Zone Administrator:

- Design, organize, direct and teach a variety of recreational and educational activities for students grades K-8 registered in the Kid Zone.
- Coordinate and communicate effectively with the City of Tempe employees including school district staff and participating agencies. Create special events and participate in special programs.
- Maintain informative and supportive relationship with parents.
- Maintain discipline, safety and control of site.
- Participate in hiring, training, supervising, supporting, and evaluating of site staff.
- Attend all staff meetings and trainings. Plan and facilitate regular site staff meetings.
- Serve and participate in KZAC process for after-school quality assessment.
- Maintain files, attendance records, and payroll on computer system.
- Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
- Encourage high participation of students and employees in daily activities and planning.

- Maintain the facility by keeping it clean, organized & secure. Report problems.
- Maintain adequate resources of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order. Arrange for repairs/replacement.
- Organize daily set-up and take-down of center: lifting/moving tables, chairs & boxes.

**Applicant Requirement:**

- Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**SUBMIT APPLICATION TO:**  
**City of Tempe**  
**Community Services/Social Services**  
**3500 S. Rural Rd, 2<sup>nd</sup> Floor**  
**Tempe, Arizona 85282**

**Apply Online:**

**[Kid Zone Application](#)**

**For questions, please contact:**  
**Leah Sergeant / Social Services Specialist**  
**480-350-5407**

An equal opportunity/reasonable accommodation employer